

OFFICE OF THE CITY MANAGER LTC No: 321-2013

LETTER TO COMBISSION

TO:

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Jimmy L. Morales, City Manager

DATE:

September 5, 2013

SUBJECT:

VACANCY REPORT AS OF SEPTEMBER 2013

The purpose of this Letter to Commission (LTC) is to provide a report of vacancies in the City, including the value of the salary budgeted for each vacant position and the length of time the position has been vacant.

A vacancy report is a snapshot of a moment while the reality is that activity regarding positions is everchanging. Employees vacate positions all the time, either voluntarily, such as when they retire, or involuntarily, such as when they are separated from City services as a disciplinary measure.

The attached report shows positions currently vacant. Not included as vacant positions are those encumbered by temporary agency employees assigned to the City, contracted professional services or positions under/over filled by current City employees.

This report is formatted differently than ones submitted before. We included vacancies that are in one of several stages in the recruitment and hiring process. *Recruitment in progress* means the vacancy has been announced and applicants are being screened for minimum qualifications. *Interviews to be scheduled*, means hiring departments have identified applicants in whom they are interested and are in the process of setting up interviews. *Job offer extended* means that hiring departments have made selections, the candidates accepted and are either going through the pre-employment background process or have completed the process and have yet to report for work.

After an exhaustive review and analysis, several positions have been identified for elimination as part of the proposed FY 2013/14 budget. Among them are the following two:

- 1. Tree Maintenance Supervisor in the Parks Department. This position has budgeted for the last two years as a contingency measure when the function was contracted out. The Administration now recommends that the position be eliminated from the budget.
- 2. The vacant Field Inspector position in Capital Improvement Projects (CIP) is no longer needed. The Department had requested to replace the Field Inspector position with a Receptionist. However, while important and needed, I did not recommend the position as being as high of a priority as the positions recommended in the FY 2013/14 budget.

If you have any questions or need additional information, please feel free to contact me.

Attachment

JLM/KGB/SC-T

CITY OF MIAMI BEACH VACANCY REPORT AS OF SEPTEMBER 6, 2013

Department/Position Name	Number of Months Vacant	Number of Vacancies	Annual Salary Attributed to Vacancy (Exclusive of Benefits)	Comments
		GÉNERAL FUNI	VACANCIES	
BUILDING				
Assistant Director	3	1	\$ 98,488.00	Job offer extended
Office Associate V	3	1	\$ 46,633.60	Recruitment in progress
Senior Building Inspector	3	1	\$ 59,571.20	Job offer extended
Senior Mechanical Inspector	21	1	\$ 59,841.60	Several offers not accepted due to salary
Total vacancies in Building		4	\$ 264,534.40	·
Code Compliance			-	
Code Compliance Officer (PT)	4 to 14	8	\$ 172,140.80	To be advertised September 2013
Total vacancies in Code Compliance		8	\$ 172,140.80	
CAPITAL IMPROVEMENT PROJECTS				
Capital Projects Coordinator	8 to 82*	2	\$ 153,545.60	Job offer extended
CIP Director	3	1	\$ 107,016.00	Assistant Director acting
Field Inspector I	11	1	\$ 40,560.00	Position to be eliminated in the proposed FY 2013/14 budget
Office Associate V	3	1	\$ 46,633.60	Interviews scheduled
Senior Capital Projects Coordinator	4 to 13	2	\$ 166,857.60	Interviews scheduled
Total vacancies in Capital Improvement Projects		7	\$ 514,612.80	
COMMUNICATIONS				
Public Information Specialist	3	1	\$ 55,078.40	Job offer extended
Total vacancies in Communications		1 1	\$ 55,078.40	
FINANCE		-	,	
Financial Analyst	0	1	\$ 50,668.80	
	0	1	\$ 70,366.40	
Financial Analyst III	6	1	 	Position reclassified from Financial Specialist 8/27/13
Financial Analyst II	-	3	\$ 186,056.00	Solidari podadosined irom (indianala operana)
Total vacancies in Finance			100,000.00	
Assistant Fire Chief	0	1	\$ 107,016.00	
	5	1	\$ 70,366.40	
EMS Coordinator	4	1	\$ 105,040.00	
Fire Captain	0	2	\$ 93,267.20	
Fire Inspector	 		\$ 65,020.80	
Fire Protection Analyst	2	1 .	\$ 53,102.40	
Firefighter I	2	1	+	
Fire Division Chief	8 to 75	2	\$ 196,976.00	
IT Specialist II (Radio) - Communications Officer	5	1 1	\$ 59,841.60	
Total vacancies in Fire		10	\$ 750,630.40	
Fire (Ocean Rescue		<u> </u>		
Lifeguard II	2 to 46	6	\$ 283,670.40	
Lifeguard Lieutenant	11	1	\$ 52,166.40	
Total vacancies in Ocean Rescue	 	7	\$ 335,836.80	<u> </u>
HUMAN RESOURCES	 	 		Library and and and analysis of East
Human Resources Specialist (Benefits)	1	1		Job offer extended and accepted to Alejandra Fox
Human Resources Technician I (Compensation)	1 1	1	\$ 39,499.20	
Office Associate IV	4	1	+	0 Job audit in progress
Total vacancies in Human Resources	ļ	3	\$ 138,685.0	
<u>OBPI</u>	 			
Budget Officer	4	1		0 Job offer extended
Total vacancies in OBPI		11	\$ 90,646.4	
PARKS AND RECREATION	<u> </u>	<u> </u>		

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CITY OF MIAMI BEACH VACANCY REPORT AS OF SEPTEMBER 6, 2013

Department/Position Name	Number of Months Vacant	Number of Vacancies	Annual Salary Attributed to Vacancy (Exclusive of Benefits)	Comments
Irrigations Systems Supervisor	6	1	\$ 40,684.80	Interviews scheduled
Landscape Projects Coordinator	· 2	1	\$ 70,366.40	Recruitment in progress
Municipal Service Worker I	5	2	\$ 53,705.60	
Municipal Service Worker II	10 to 25*	3	\$ 87,547.20	Recruitment in progress
Municipal Service Worker III	0 to 2	3	\$ 103,396.80	Recruitment in progress
Pool Guard (PT)	11	1	\$ 19,801.60	·
Recreation Leader I (PT)	0	1	\$ 13,426.40	1.
Recreation Leader I	3	1	\$ 26,852.80	
Tree Maintenance Supervisor		1	\$ 40,684.80	Position to be eliminated in FY 2013/14 budget
Total vacancies in Parks and Recreation		14	\$ 456,466.40	
PLANNING				
Department Director	46	1 .	\$ 107,016.00	Planning and Zoning Manager acting
Planner	0 to 9*	2	\$ 110,136.00	Recruitment in progress
Senior Planner	0	1	\$ 65,015.08	
Total vacancies in Planning		4	\$ 282,167.08	
POLICE				
Account Clerk I	2	2	\$ 72,092.80	Recruitment in progress
Communications Operator	4 to 6	3	\$ 125,361.60	Job offer extended
Complaint Operator II	. 6	. 1	\$ 43,035.20	
Detention Officer	11 to 60*	2	\$ 124,363.20	
Dispatcher	4	3	\$ 132,972.00	
Information Technology Specialist II	4	1	\$ 59,841.60	Job offer extended
Police Officer	0 to 11	6	\$ 106,204.80	
Public Safety Specialist	5	1	\$ 39,374.40	
Secuirty Specialist		1	\$.65,624.00	
School Guard (PT)	3 to 20	2	\$ 24,710.40	
Senior Systems Analyst	11	1	\$ 65,020.80	
Total vacancies in Police		23	\$ 858,600.80	
PROCUREMENT		1	000,00000	
Senior Procurement Specialist	0	1	\$ 59,841.60	Recruitment in progress
Total vacancies in Procurement	, ,	1	\$ 59,841.60	
Engineering(Public Works Division)		<u> </u>	00,01110	
	0	1	\$ 90,646.40	Interviews scheduled
City Engineer Engineering Assistant I	2	1	\$ 40,560.00	
Engineering Assistant II	1	1	\$ 44,324.80	
	<u> </u>	3	\$ 175,531.20	
Total vacancies in Engineering TOTAL GENERAL FUND		89	\$ 4,340,828.0	
TOTAL GENERAL FOND	FNTERPR		VENUE FUNDS VA	de la companya de la
Harvey Report of the Control of the	LIVILIV	T TOTAL TOTAL	1	
PARKING Administrative Aide I	4	1	\$ 36,046.40	Recruitment in progress
<u> </u>	0	1 1	\$ 40,560.00	
Parking Dispatcher Financial Analyst III	5	1 1	\$ 70,366.40	
	0	1 1	\$ 19,687.20	
Parking Meter Technician I (PT)	3	1	\$ 41,787.20	
Parking Dispatcher (PT)	11	4		Recruitment in progress
Parking Dispatcher (PT)	11 to 98	3		Recruitment in progress
Parking Enforcement Specialist I		6		Recruitment in progress
Parking Enforcement Specialist I (PT)	0 to 11			
Parking Operations Manager	4	1 1	\$ 59,841.6	Recruitment in progress

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Department/Position Name	(Exclusive of		ttributed to Vacancy xclusive of	Comments	
arking Operations Supervisor (Off-street)	9 to 22	3 .	\$	151,320.00	Interviews scheduled
arking Operations Supervisor (PT)	11	1	\$	25,220.00	
otal vacancies in Parking		23	\$	755,331.20	
UBLIC WORKS					
Sanitation					
leavy Equipment Operator I	47	2	\$	74,880.00	One of 2 positions proposed to be eliminated in FY2013/14 budget
Operations Supervisor	0	1	\$	50,440.00	
otal vacancies in Sanitation	· · · · · · · · · · · · · · · · · · ·	3	\$	125,320.00	
Stormwater					
ngineering Assistant I	0	1	\$	40,560.00	
Municipal Services Worker II	11	1	\$	29,182.40	
Divil Engineer III	0	1	\$	70,366.40	
Fechnology Manager (GIS Manager)	10	1	\$	76,772.80	Interviews scheduled
Fotal vacancies in Stormwater		4	\$	216,881.60	
Sewer Operations			Ť		
	9	2	\$	74,880.00	Job offer extended and recruitment in progress
Control Room Operator	11	1	\$	26,852.80	South of the control
Municipal Service Worker I	 		\$.		Opening to be announced
Mason	14	1	+-		
Masonry Helper	25	1	\$	33,966.40	Opening to be announced
Pumping Operations Supervisor	20	1	\$	54,808.00	
Sewer Supervisor	30	1	\$	40,684.80	
Total vacancies in Sewer Operations	ļ.,	7	\$	275,516.80	
Water Operations			1		<u> </u>
Electronic Instrument Supervisor	17	1	\$	50,444.42	Interviews scheduled
Heavy Equipment Operator I	2 .	1	\$	37,440.00	Interviews scheduled
Municipal Services Worker II	11 to 16	2	-\$	58,364.80	
Total vacancies in Water Operations		4	\$	146,249.22	
TOTAL ENTERPRISE/SPECIAL REVENUE FUNDS		41	\$	1,519,298.82	
	INT	ERNÁL SERVICE	FÚN	IDS VACANCIE	S
Fleet (Public Works Division,)				
Mechanic II	12+	1	\$	40,684.80	Job offer extended
Mechanic III	5	1	\$	44,200.00	Job offer extended
Fleet Services Representative (PT)	6 to 7	2	\$	34,465.60	Propose to convert 2 part-time to 1 full-time in FY2013/14 budget
Total vacancies in Fleet		4	\$	119,350.40	
Property Management (Public Works Division	,				
Building Services Technician	11	1	\$	37,440.00	
Carpenter	10	1	\$	44,324.80	Propose to be eliminated in FY2013/14 budget
Painter	0	2	\$	81,120.00	
Property Management Contracts Coordinator	. 2	1	\$		
Total vacancies in Property Management		5	\$		
	+	30	+	-,	
Total vacancies in Public Works	+	9	-	342,076.8	0
TOTAL INTERNAL SERVICE FUNDS	1	1	1_*		